



DANIEL BOONE AREA SCHOOL DISTRICT

Technology Department – Daniel Boone High School - 501 Chestnut Street, Birdsboro, PA 19508

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Mr. Michael D. Jacobs

Director of Educational Technology

Mrs. Mary Ann Conway

Assistant Director of Educational Technology

To: Director of Personnel

From: Michael D. Jacobs, Director of Educational Technology

Date: November 18, 2008

Re: RECOMMENDATION – RICHARD LAPI

It is my pleasure to recommend Richard Lapi for a technology position with your school district. I have worked with Richard in his capacity as a computer instructor at the Daniel Boone High School and have found him to be highly skilled in instructing students, faculty, and staff in the use of computers and related technologies.

While at Boone, Richard did an excellent job in teaching students to use all components of the Microsoft Office Suite, various desktop publishing applications, multimedia applications, the Internet, and Cisco Web Design. In addition to his teaching responsibilities, Richard was involved with many student centered extracurricular activities while assisting the faculty and staff as a gradebook manager and representing the high school on the district wide technology committee.

In conclusion, I recommend Richard for a technology position with your school district. I sincerely believe that his successful attainment of a Masters of Science degree in Integrating Technology into the Curriculum and his on-going course work toward earning a technology specialist certification make him a highly qualified candidate. His rapport with students and staff, enthusiasm for learning, creativity in his approach to teaching, willingness to work with staff, and technical knowledge make him an excellent candidate for any educational technology position.

MICHAEL D. JACOBS
DIRECTOR OF EDUCATIONAL TECHNOLOGY